

Public Facilities

INSTRUCTIONS FOR COMPLETING ACTIVITY FORMS

Note: For this funding cycle, only one project can be proposed for funding.

A. ACTIVITY INFORMATION:

1. **Use of CDBG funds.**

Indicate how CDBG funds will be used on the project.

Note: **Please see the NOFA for detailed descriptions and limitations of these uses.**

If the applicant is applying for “Multi-Service” Public Facility with **more than one** public service program conducted within it, the applicant must complete one set of the “activity NEED” forms for **each** service program conducted within the facility. **This is very important because the need for the facility is based on the need for services being provided from within it.**

2. Indicate the total dollar amount that is being requested for this specific activity. This dollar amount must include any activity delivery costs.

3. If the proposed program will be carried out in a target area, identify the census tracts and applicable block groups for the proposed target area.

Depending on local indicators and census data, applicants may strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area.

4. Under each column, identify the proposed number of beneficiaries for each specific income group.
(Refer to Appendix B for a link to the list of income limits by county.)

Non-TIG (Non-Targeted Income Group) refers to households/persons that earn 81% and above of the county median income.

TIG (Targeted Income Group) refers to households/persons that earn between 51% and 80% of the county median income.

LTIG (Lowest Targeted Income Group) refers to households/persons that earn between 31% and 50% of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

Extremely LTIG (Extremely Lowest Targeted Income Group) refers to households/persons that earn 30% or less of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

Public Facilities

5. Indicate who will carry out this activity.
6. Description of Project. Provide a brief description about the project. Give information about the use of CDBG funds, the total project cost, and the total number of beneficiaries.

If the applicant is proposing a combination activity, explain all aspects of these activities. If the project involves activities that will involve various user groups, describe the uses of the building/facility and include estimates for percentages of time projected for use by each user group.

Example 1—The City of XYZ will grant \$500,000 to the non-profit organization, the Battered Spousal Center of XYZ, to purchase and rehabilitate a building to house battered spouses and their children. These funds represent the total cost of the project. The City estimates the Center will provide services to 10 families/50 persons a week.

Example 2—The County of ABC will use \$500,000 of CDBG funds to construct a health and social services center for the unincorporated community of XYZ. A private individual is donating the land. Sixty percent of the space will be used by the County Mental Health Department to provide services to migrant farm workers who are all Targeted Income Group. These services will be provided 30 hours a week. Thirty percent of the space will be used for job training for TANF recipients forty hours a week. The remaining ten percent of the space will be used to provide a drug and alcohol abuse counseling and diversion program to low income residents. These services will be provided twenty hours per week.

7. Indicate whether each service to be provided is a New service or an Existing service. Describe each service and note in the narrative whether the service is new or existing.
8. Environmental Clearance. Describe the actual (if known) or estimated level of National Environmental Policy Act (NEPA) environmental clearance. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. Public Facilities activities may require a more elaborate level of NEPA environmental clearance than other types of community development.

If the applicant already has a NEPA environmental review record (ERR) for the proposed project that was prepared by another agency, these documents may or may not satisfy NEPA requirements for HUD purposes. Please contact the CDBG representative for further guidance on avoiding ERR duplication.

Public Facilities

9. Site Control:

If the proposed project involves site acquisition, please answer the question.

Note: Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement and satisfaction of any special conditions are not reimbursable from the grant. Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a deed of trust. Include documentation that rights-of-way or easements have been obtained.

B. NEED FOR ACTIVITY:

1. Identify the service to be provided. (Note: If multiple services are proposed, the applicant must complete one set of Public Facilities NEED forms for each service.

2. **Serious Problem Description:**

Include a detailed description that is as specific as possible; quantify wherever possible to document the scope, magnitude, duration, and impacts of the problem.

Complete the Problem & Service Provider Documentation Chart.

Enter the type of documentation that is being provided to demonstrate the severity of the problem on the **Problem & Service Provider Documentation Chart**.

Applications submitted for Public Facilities addressing serious problems should include strong documentation in the form of a needs analysis, user/beneficiary survey, and letters from local agencies. The most competitive applications will address and document **a serious threat to the health, safety or well-being of the proposed beneficiaries.**

3. **Solving the Problem:**

Describe how and to what extent the proposed activity will solve the problem.

Attach copies of relevant documentation. **Highlight** relevant passages. The most effective methods of documentation include:

- a. surveys of intended beneficiaries regarding their needs and the impacts of not having the facility or service.
- b. surveys or records of existing service levels and needs showing the number of people served and turned away (unmet demand) due to inadequate facilities or funds.
- c. letters from law enforcement, mental health, health and social services agencies describing the direct health and safety impact on primarily TIG people that results from the lack of services or facilities. Letters must be on Agency letterhead and not be older than six months.

Public Facilities

4. **Commitment From Service Providers:**

Indicate if the applicant has commitments from service providers. If so, complete the *Problem and Service Provider Documentation Chart* and include all applicable documentation.

Please note the following:

- All documentation must be on service provider letterhead; and
- The documentation must be specific as to what services are being committed; and
- The documentation cannot be older than six months from the date of application submittal.

5. **Documentation of Need:**

- a. Check how the need is documented.
- b. Check the appropriate box and provide information, if applicable.
- c. If this is an Existing service to be continued, identify the date that all existing funding will end. Also, describe the financial situation and attach any current financial statements.
- d. If this is an Existing service to be increased, provide a narrative explanation of the costs to provide the existing level of service and the costs for the increased level of service. Also, attach any current financial statements.

6. **Complete the *Problem and Service Provider Documentation Chart***

C. **TARGETED INCOME GROUP BENEFIT**

If the applicant does not provide information, the Department will assign points based on the percentage of families in the jurisdiction that are TIG. **Activities with 90% TIG benefit will result in full points in the Benefit category.**

Income restriction: applicants should demonstrate that there is an explicit limitation, based on income, for who is eligible to benefit from the project. (Note: Charging a fee to non-TIG project beneficiaries does not exclude them from being considered CDBG beneficiaries.)

Limited Clientele: for the purposes of assigning a benefit score, absent evidence to the contrary, 100% TIG benefit will be presumed for activities that exclusively serve a group of persons in any one or a combination of the following categories: abused children, battered spouses, adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDs, and migrant farm workers.

Public Facilities

Income survey: for Public Facilities activities in which services will be provided to specific client groups not listed in the limited clientele paragraph above (for example, senior citizens, farm workers, single mothers) applicants should conduct a survey of existing and/or potential beneficiaries. Please refer to Appendices for guidance on survey methodology.

NOTE: For Public Facilities activities in which services or activities are open to all residents of the area, an income survey of the actual users of the facility may only be done if at least 51% of the residents of the area are TIG.

Other: Explain any other source documentation that was used, e.g., waiting lists.

D. SOURCES AND USES FORM

1. Sources and Uses Form

Sources. The major funding sources are printed on the form.

The amounts and sources for local and private funding contributions should match the information provided on the leverage charts in the application summary. In addition, make entries here for any State, federal, or other sources, that will be used to finance the entire project.

For “other State” funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to the proposed project and enter the dollar amounts budgeted for each category. Allocate the amounts across the table to the funds that are expected to be received from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). The applicant’s cost estimates can assist in calculating these entries.

- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- The Equipment category could include items such as outdoor playground equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.

Please double-check the totals in all rows and columns for accuracy.

E. STATE OBJECTIVES

For Public Facilities projects, the State Objectives listed below will be available.

Check the appropriate State Objective(s) that the applicant is committing to fulfill and for which the applicant would like to receive points.

Important Note: Applicants are advised that failure to comply with any State Objective that the applicant has committed to fulfill may result in the applicant having to return CDBG funds.

- **Energy Efficiency Proposals:** Up to 50 points will be added for activities that commit to using the established minimum level of energy efficiency standards. Examples of energy efficiency standards include, but not limited to, installing Energy Star ceiling fans and appliances, installing non-combustible roofing materials, using engineered lumber, providing effective air sealing, etc. (where applicable to the program/project)

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

- **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51 percent of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90 percent of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Capacity Building:**
Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Public Facilities

F. PROGRAM READINESS

Of the 150 points available for capacity, the application may be awarded up to 50 of those points if the applicant completes and documents actions that demonstrate that the proposed project ready to proceed. The purpose of the Program Readiness Chart is to allow applicants to show the level of readiness for their project and to prompt them to provide proper readiness documents for each part of the chart. **The Department will not give partial points for partially completed readiness factors.** (There is an exception is for the environmental review factor.)

All documentation must be provided to show that the whole factor of readiness was covered. Different applicants will have different levels of readiness. Some may have site control but not all funding in place. Some may not have site control but may have sufficient funds to do the project. Speak to the CDBG representative about what level of documentation is required to receive full points under each factor. The applicant pool sets the standard. Those applicant that prove they are the most ready to proceed will receive full points while those that are less ready will be prorated based on the amount of work remaining before construction can begin.

A list of acceptable Examples of such actions is included in the Program Readiness Chart.

A. ACTIVITY INFORMATION:

1. **Use of Funds:**

Please indicate the proposed uses of the requested CDBG funds (for this activity). **Check all that apply.** *Please see the NOFA for detailed description and limitations of these uses.*

____ Construction

____ Rehabilitation

____ Other: (describe) - _____

Note: If applying for Public Facilities with more than one public service program (multi-service center), complete one set of Public Facilities activity “Need” forms for each service.

2. What is the dollar amount of CDBG funds that are proposed for this Public Facilities activity?

\$ _____ (inc. activity delivery)

Public Facilities

3. For activities that will be carried out within a target area, identify the following (see *instructions*):

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Groups	Block Groups	Block Groups	Block Groups	Block Groups

Public Facilities

4. Proposed Beneficiaries by Income Group (see instructions):

Number of **Persons** -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

Number of **Households** -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

5. This activity will be carried out by:

☐ Jurisdiction
 ☐ Consultant
 ☐ Combination of jurisdiction/consultant

OR

☐ Another unit of local government
 ☐ Another public agency
 ☐ Non-profit

☐ For-profit
 ☐ Faith-based organization
 ☐ Other: _____

Name of the agency/organization: _____

Public Facilities

6. Description of Project:

Please provide a detailed description of the size and scope of project. Give steps in project development and timeline for completion.

7. Provide a description of service(s) to be provided in the public facility. *Check the appropriate box to indicate type of service(s).*

☐ **New Service.**

☐ Existing Service to be **Continued.**

☐ Existing Service to be **Increased.**

Public Facilities

8. Environmental Clearance. What is the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA)?

____ Environmental Assessment

____ Categorically Excluded but subject to 58.5...

____ Other: _____

9. **Site Control**:

If the proposed project involves site acquisition, please answer the following question.

- Will the applicant have site control in place within 90 days after execution of contract?

____ Yes. Attach documentation. ____ No. Explain Below.

Note: Site acquisition costs incurred prior to the award of a grant, execution of a grant agreement, and satisfaction of any special conditions are not reimbursable from the grant.

Public Facilities

B. NEED FOR ACTIVITY:

1. ***Service to be provided:*** _____

If multiple services are proposed, the applicant must complete one set of Public Facilities NEED Forms (Section B.) for **each** service. (This is required) (See *instructions for clarification.*)

2. Describe the serious problem that exists if this service is not available and/or increased. (Be sure to complete the ***Problem & Service Provider Documentation Chart*** and attach appropriate documentation.)

3. Explain how and to what extent the proposed activity will solve the problem. (Quantify current and proposed levels of service)

Include in the description:

- a. surveys of intended beneficiaries regarding their needs and the impacts of not having the facility or service.
- b. surveys or records of existing service levels and needs showing the number of people served and turned away (unmet demand) due to inadequate facilities or funds.
- c. letters from law enforcement, mental health, health and social services agencies describing the direct health and safety impact on primarily TIG people that results from the lack of services or facilities. Letters must be on Agency letterhead and not be older than six months.

4. Commitment From Service Providers:

Does the applicant have commitments from service providers?

____ Yes. Include them on the chart. ____ No.

- Complete the attached ***Problem & Service Provider Documentation Chart***.
- Be sure to attach all documentation that is identified.
- All documentation must be on service provider letterhead and must be specific as to what services are being committed.

Public Facilities

5. Documentation of Need.

a. How was the need determined?

- **Surveys of:**

___ **INTENDED** Beneficiaries **OR** ___ **EXISTING** Beneficiaries

Number of Intended or Existing Beneficiaries: _____
(*check one*)

___ per Day ___ per Week ___ per Month

- **Unmet Demand:**

Number of **Beneficiaries Currently Served:** _____
(*check one*)

___ per Day ___ per Week ___ per Month

Number of **Beneficiaries Turned Away:** _____
(*check one*)

___ per Day ___ per Week ___ per Month

Number of persons on a Waiting List: _____

- **Other:**

- ___ Letters from Non-Profit Organization(s)
- ___ Newspaper Articles regarding the need for the service.
- ___ Third party letters describing the direct health and safety impact.

b. Is there a nearby facility providing the proposed service now?

___ No. (Skip remaining questions on this page)

___ Yes. (Continue with the following questions.)

- Where is the facility located?
- Are there any special impediments for TIG households to access the service where it is located now?

Public Facilities

___ No. (Skip remaining questions on this page)

___ Yes. (Continue with the following questions.)

- ❖ What are the impediments? *Check all that apply **and** describe each one.*

___ Transportation

___ Americans with Disabilities Act of 1990 (ADA). Describe other alternatives that have been evaluated and why this alternative is the best solution.

___ Other:

- ❖ Is there an unmet demand?

___ No.

___ Yes. Describe the unmet demand.

- c. For existing services to be continued, what is the **date** that all existing funding will end:

Identify the date: _____

Describe the financial situation (*attach any current financial statements*):

- d. For existing services to be increased, provide a brief explanation of the costs to provide the existing level of services and the costs for the increased level of services. Also, be sure to attach any current financial statements.

Public Facilities

6. PROBLEM AND SERVICE PROVIDER DOCUMENTATION CHART			
SOURCE	TYPE OF DOCUMENTATION (letter, reso., surveys, newspaper clipping, report, etc.)	Documentation to support PROBLEM and/or COMMITMENT TO PROVIDE SERVICES	Page # (in app.)
Dept. of Health Services		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
County Health Department		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Fire Department		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Law Enforcement Agency		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Dept. of Social Services		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Board of Supervisors		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Newspaper		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Other: _____ _____		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	
Other: _____ _____		<input type="checkbox"/> Problem <input type="checkbox"/> Service Provider Commitment	

Public Facilities

C. TARGETED INCOME GROUP (TIG) BENEFIT

1. For this activity, what is the TIG benefit percentage and how was the TIG percentage determined?

TIG Percentage: _____%

_____ Income Restriction = 100% TIG

_____ Limited Clientele: (List): _____

_____ Census Data (attach tables)

_____ Other: Explain: _____

_____ Income Survey of EXISTING beneficiaries: (attach survey & results)

TIG Percentage: _____%

Survey Date:	
Total # of existing beneficiaries:	
Households or persons?	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

Public Facilities

____ Income Survey of POTENTIAL beneficiaries: (attach survey & results)

TIG Percentage: ____%

Survey Date:	
Total # of potential beneficiaries:	
Households or persons?	
How many were surveyed?	
Total number of responses:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	

Public Facilities

D. SOURCES AND USES FORM. Show all funds that have been budgeted for the entire project (CDBG funds requested and all other funding sources).

USES	SOURCES							Totals:
	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State Funds	Other: List	
Land Acquisition								\$
Building Acquisition								\$
Construction On-Site								\$
Construction Off-Site								\$
Equipment								\$
Final Plans & Specs.								\$
Fees								\$
Contingency								\$
Relocation								\$
Planning								\$
Other:								\$
Other:								\$
Other:								\$
Other:								\$
Totals:	\$	\$	\$	\$	\$	\$	\$	\$

Public Facilities

E. STATE OBJECTIVES (Maximum of 50 points for all activities in the application)

1. Does the activity qualify for one (or more) of the State Objectives listed below? If so, check those State Objectives that the applicant is committing to fulfill.

Important Notice: Failure to comply with any State Objective requirements may result in the applicant having to return CDBG funds.

Energy Efficiency Proposals: Up to 50 points will be awarded for activities that commit to using the established minimum level of green building standards. At a minimum, the applicant must commit to doing the following (where applicable to the program/project):

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

Site:	
	Use plant and tree species that require low water use in sufficient quantities.
	Install irrigation system using only low-flow drip, bubblers, or low-flow sprinklers.
Materials and Resources:	
	Use engineered lumber - <ol style="list-style-type: none"> a. Beams and Headers b. Wood I-Joists or web trusses for floors and ceilings
	Use Oriented Strand Board (OSB) for floor, wall, and roof sheathing.
	Provide effective air sealing – <ol style="list-style-type: none"> a. Seal sole plates. b. Seal exterior penetrations at plumbing, electrical, and other penetrations. c. Seal top plate penetrations at plumbing, electrical, cable, and other penetrations d. Weatherstrip doors and attic access openings. e. Seal penetrations in interior equipment closets and rooms. f. Seal around bathtub drain penetrations in raised floors.

Public Facilities

	Install and flash windows in compliance with window installation protocols.
	<p>Exterior Doors –</p> <ul style="list-style-type: none"> a. Insulated or solid core. b. Flush, paint or stain grade shall be metal clad or have hardwood faces. c. Factory primed on six sides with a one year warranty.
	<p>Select durable non-combustible roofing materials which carry a three-year contractor installation guarantee –</p> <ul style="list-style-type: none"> a. 20-year manufacturer's warranty; or b. 30-year manufacturer's warranty.
Energy Efficiency:	
	Install ENERGY STAR® Ceiling Fans in living areas and all bedrooms; install a whole house fan with insulated louvers; or install an economizer.
	Install ENERGY STAR® Appliances (where applicable)
	Install gas storage water heater with an Energy Factor (EF) of 0.62 or greater and a capacity of at least 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.
Water Efficiency:	
	<p>Use water-saving fixtures or flow restrictors.</p> <ul style="list-style-type: none"> a. Kitchen and Service Areas < 2 gallons per minute (gpm). b. Bathroom Sinks < or = 1.5 gallons per minute (gpm). c. Showers and Bathtubs < or = 2.5 gallons per minute (gpm).
Indoor Environmental Quality:	
	<p>Use Low-VOC paint and stain.</p> <ul style="list-style-type: none"> a. Flat interior wall/ceiling paints & stains < 50gpl VOCs. b. Non-flat wall/ceiling paints & stains < 150gpl VOCs
	<p>Provide window coverings –</p> <ul style="list-style-type: none"> a. Drapes or blinds may be fire retardant.

Public Facilities

	<p>Floor coverings –</p> <ol style="list-style-type: none"> a. Light and medium traffic areas shall have vinyl or linoleum at least 3/32" in thickness. b. Heavy traffic areas shall have vinyl or linoleum at least 1/8" in thickness. c. Carpet shall comply with U.S. Department of Housing and Urban Development/Federal Housing Administration UM 44C, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor areas.
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_____ **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51% of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)

_____ **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90% of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)

Capacity Building (*check one*):

_____ Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition.

_____ Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Identify the two years that a CDBG General Allocation application was submitted and not funded:

Years: _____ **and** _____

Public Facilities

F. READINESS CHART – Public Facilities

See Instructions for details of how to complete this form and provide proper documentation. No partial points will be given. If all readiness documents are not submitted and completed properly, no points will be awarded in that category.

PROGRAM OPERATOR	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
In-House Administration			
Sub-recipient Agreement			
Consultant			

ENVIRONMENTAL	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Complete Environmental Review Record (ERR)			
Ready to Publish Public Notice			
Environmental Finding Form			
Form 58.6			

SPECIAL CONDITIONS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
PI Reuse Plan Approved			
Site Control			
All financing in place			
Section 504 Certification			
Five Year Use Restriction in Place			
Timeline for completion			
Current cost estimate by engineer			
READINESS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Waiting List – Eligible Participants			
Final Plans and Specs			
Bid Documents Completed			